

**Minutes of the May 9, 2013 Monthly Meeting of the  
Michigan City Aviation Board of Commissioners**

**Call to Order:** Meeting called to order at 6:00 PM in the terminal building at the airport.

**Members Present:** Greg Poulin, David Miller, Mike Shebel, Kirk Hunter. **A quorum was present.**

**Members Absent:** None

**Others Present:** Jessica Ward- Airport Manager, Jeff Thorne- BOAC Attorney, Paul Shaffer- BF&S

**Minutes:** The minutes of the April 9, regular monthly meeting, were emailed.

**Motion to approve:** David Miller **Second:** Kirk Hunter **Motion Approved.**

**Manager Reports:**

The April financial reports were summarized by Jessica Ward.

**Account Balances:** We are under our projected budget in all of our accounts except legal notices and sewer. We are still waiting on the controller's office to advise departments how they would like us to correct our sewer accounts

**Fuel Sales:** Compared to April 2012, overall, our Jet A sales were down 1% and our 100LL sales were down 35%. Our self service fuel sales were down 815 gallons for both based and transient traffic from April last year. Our transient Jet A sales were up a whopping 1,225 gallons from April last year while our transient Avgas truck sales were down 185 gallons. Our based Jet A sales were down 1246 gallons from last April, due to the fact that we lost FSI's jet, while our Based Avgas truck sales were down 100 gallons. Our self service Avgas fuel price is \$0.05 more than Knox and \$0.42 less than Porter County. Our full service Avgas price is \$0.53 less than Porter County and \$0.51 less than LaPorte. Our Jet A price is \$0.82 less than LaPorte, and Porter County airports and \$0.08 more than Knox.

**Airport Manager:**

1. **AWOS Inspection:** We have our next tri-annual inspection on May 14<sup>th</sup>.
2. **Fuel Truck & Fuel Farm Maintenance:** The filters were just changed on both our fuel trucks and on the fuel farm this past Monday. The water defense system was also put in for the Jet A fuel farm. We now can officially offer Jet A Self Service. I plan on getting in touch with the Coast Guard letting them know it is now available. I will be making an instruction sheet which will be located either on top of or inside the cabinet for self service jet a, as it is a little different than self service avgas.
3. **Installation of Fuel Recovery Tanks:** Perry Maintenance has also started the installation of our fuel recovery tanks. They have the design work done for recovering the fuel through the sump pumps. We have two boxes that have been built that Rieth Riley is going to pour concrete in next week when they pour the replacement panels on the ramp. The recovery tanks will be placed on top of each block of concrete next to the sump pumps for each tank. They will be out next week to finish it up after the concrete has been poured.
4. **Food Service Permit:** We had our inspection for our food service permit last week. We passed the initial inspection and just need to turn in our \$100 probationary fee, which is on this month's claims docket and then we will be allowed to open and sell hot dogs and sub sandwiches.
5. **R.O.S.E. Award Recipient:** I attended the annual Recognition of Service Excellence Luncheon today hosted by the Laporte County Convention and Visitors Bureau which is held each year to honor those who ensure visitors and residents have a positive experience in our

county. I was one that was recognized for outstanding service and won an award for “Putting LaPorte County on the Map.”

6. **Skydive Horizonz Update:** Skydive Horizonz will start their season on Saturday. They have 70 to 80 people scheduled for jumps this weekend. I have received their insurance liability policy in which we have been named as additional insured. I emailed it over to Tom Cipares at GIS to look it over and make sure that he feels comfortable with the limits as they pertain to us. Nick Kant-owner of Skydive Horizonz also gave information to the board about their expected season.

#### **Airport Development:**

##### **1. AIP 16 Taxiway & Ramp Repair Project**

- a. **Partial Taxiway Mill and Overlay:** Due to our receipt of the latest PCI study in January, which noted portions of our pavement are in between poor and serious condition, we have asked Rieth Riley to give us an estimate to mill and overlay these sections of our taxiway while they are currently completing the taxiway and ramp rehabilitation project. The addition of the mill and overlay will be \$42,512.50. This would occur on part of taxiway A1, and all of taxiway B1 and B2. The only pavement left to overlay at that point will be the parallel taxiway and the runway, which is already on our CIP.

**Motion to approve:** Greg Poulin **Second:** Kirk Hunter **Motion Approved.**

- b. **AIP 16 Change Order #1:** Because these panels settled more over the winter they are now a candidate for replacement rather than repair. Because the price for the spall repair came in fairly high unit rate per square foot it is actually cheaper to replace the panels than to fix the differential settlement using the spall repair line item and crack sealant line item. **Motion to approve:** David Miller **Second:** Mike Shebel **Motion Approved.**

##### **2. BF&S Report:**

- a. **Master Services Agreement:** Draft Master Services Agreement was sent to Jeff Thorne for legal review on April 14, 2013. Jeff Thorne advised the board that this agreement is standard and advised them to accept the agreement.

**Motion to approve:** Mike Shebel **Second:** Kirk Hunter **Motion Approved.**

- b. **AIP 15:** Jessica and Paul had a conference call with Rob Lee and Bobb Beauchamp of the FAA on April 30, 2013. Closure of AIP 12 was confirmed to be waiting action from Bobb Beauchamp to finalize. Rob Lee is waiting on the ALP Update of the Hangar Taxiway Design for AIP 15. The board reviewed the final exhibit that would be sent to the FAA for this update sheet. Randy from RW will get some final site elevations for hangars that were built after the last ALP update next week and the final exhibit will be sent to Rob Lee. Before the update the FAA will do an airspace study that will take up to 90 days. We are hoping that the update will be completed before our 2013 grant application is due, since the design for construction of the executive taxiway was planned for this year.

#### **Old Business:**

1. **Skydive Horizonz Lease Addendum:** Jeff Thorne wrote up and addendum to the tie-down lease already approved and signed to include land that was additionally requested for lease by Skydive Horizonz.

**Motion to approve:** Kirk Hunter **Second:** Mike Shebel **Motion Approved.**

2. **Airport Minimum Standards Update:** A draft copy of the airport minimum standards for commercial airport activity and revised rules and regulations is in progress. This will

be submitted to Jeff Thorne once complete for any changes needed and recommendation for adoption by the BOAC. Before adoption they will also be available to tenants to review for additional comments, suggestions and questions they may have about them.

**New Business:**

- 1. Land Purchase Opportunity Adjacent to Airport Property:** Duane and Alison Jansen own a parcel of land adjacent to airport property that they have on the market. There is currently an interested party that is interested only if a parcel owned by the airport could also be for sale. The Jansen's are hoping that the airport is interested in either selling the parcel that the interested party needs to also acquire or if we would like to purchase their parcel for the airport. The BOAC instructed Jessica Ward and Jeff Thorne to get the parcel appraised.

**Claims Docket:**           **Amount:** \$29,433.55  
**Motion:** David Miller **Second:** Mike Shebel **Motion Approved.**

**Correspondence:** None

**Public Comment:** None

**Adjournment:** There being no further business, the meeting was adjourned at 7:20 P.M.  
**Motion:** Kirk Hunter **Second:** David Miller **Motion Approved.**